

# UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

OCTOBER 12, 2017

1:30 – 3:00 PM

EDINBURG CAMPUS, COE DEAN'S  
CONFERENCE ROOM

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| <b>MEMBERS PRESENT</b>   | Patricia McHatton, Cynthia Brown, Nina Young, Marcy de Leon, Lisa Smith, Ala Qubbaj, Velma Menchaca (in place of Alma Rodriguez), Mark Kroll, Steve Block, Kristin Croyle, Paul Sharpe, Alexander Domijan, Jeff Graham, Volker Quetschke, Michael Lehker, Dora Saavedra, Mark Andersen, Parwinder Grewal, Walter Diaz |
| <b>MEMBERS EXCUSED</b>   | Juan Sanchez, John Krouse, Maggie Hinojosa, Alma Rodriguez, Dave Jackson  |
| <b>OTHERS PRESENT</b>    |   |
| <b>REVIEW OF MINUTES</b> | September 14, 2017 – Mark Kroll motioned for approval, Michael Lehker seconded the motion. <i>Unanimous approval of the Minutes.</i>  |

## AGENDA TOPICS

### ACADEMIC AFFAIRS' UPDATES

PATRICIA MCHATTON

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| <b>DISCUSSION</b> | <p><b>Chairs' Taskforce</b><br/>A list of representatives for each college was provided. The first meeting is October 12, 2017 at 3:30 pm to give the charge to the taskforce.</p> <p><b>Program Coordinator Work Group</b><br/>A list of representatives for each college was provided. The first meeting is October 13, 2017 at 4:00 pm to give the charge to the workgroup.</p> <p><b>Class Schedule Work Group</b><br/>The list is being finalized.</p> <p><b>Faculty Recruitment Manual</b><br/>Updates to the manual are being finalized and will be posted on the website. All site visits for interviews should be completed by March 15, 2018 to ensure recruitment is completed by March 31st. It is strongly encouraged to make search committees aware of this deadline.</p> <p><b>Travel Procedural Changes</b><br/>All should have gone through training to have a good understanding of the travel procedural changes and all should begin implementing these changes. Friendly reminder that these changes place a greater accountability at the project manager level, therefore, project managers should be fully aware of the process and ensure that all is reviewed correctly before approving travel requests.</p> <p><b>Semi-Annual Project Certifications</b><br/>September 30<sup>th</sup> was the deadline for project managers to certify reconciliations. Please make sure that this message is clear and that all who are responsible understand the importance of the deadline.</p> <p><b>Conversion of OYA's to 3YA's</b><br/>The intent for OYAs are to fill a temporary vacancy. Therefore, a separate budget is not included and faculty salary savings fund OYAs. Of the 169 OYAs hired in Fall 2017, 100 were hired to meet enrollment demand and to temporarily fill vacancy. In order to convert OYAs to 3YAs, funding in the amount \$3,041,120 is needed. There are multiple requests from academic leadership to prioritize conversion of OYAs to 3-year appointments, so Dr. Bailey and Mr. Andersen are aware of this request and a strong statement has been made for the funding.</p> <p><b>State Employee Charitable Campaign (SECC)</b><br/>Annual campaign runs through October 31<sup>st</sup>. Each College has a representative that can assist with questions, filling out forms, etc.</p> <p><b>Staff Professional Development, April 2018</b><br/>Dr. McHatton, Dr. Croyle and Nina will be meeting to discuss a staff professional development retreat to take place twice a year. The Academic Affairs division staff retreat will take place in April 2018. Nina will be leading this along with an organized steering committee for planning.</p> |
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**DEPUTY PROVOST'S UPDATES****CYNTHIA BROWN**

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| <b>DISCUSSION</b> | <p><b>SACSCOC:</b> Christine Shupala has been appointed as Associate Provost for Institutional Accreditation effective 10-1-2017.</p> <p>SACSCOC site visitors will arrive on Monday afternoon, spending Tuesday in Brownsville and Wednesday in Edinburg. The initial Exit Report will be presented Thursday morning. Prep Sessions are being held with different groups. The Mock Visit went very well.</p> <p><b>Guidelines for Preparing for Specialized or Professional Accreditation (Att.)</b></p> <p>The draft guidelines were disseminated for review and approval. Proposed guidelines describe how individual programs and departments will work on their own accreditations. A demonstration must be shown that we have institutional review of all accreditation material. Walter Diaz motioned for approval; Mark Kroll seconded the motion. <u><a href="#">Unanimous approval of the Guidelines. LINK</a></u></p> <p><b>Guidelines to Develop an Educational Partnership Agreement (Att.)</b></p> <p>The revised guidelines were disseminated for review and approval. A revision is being made due to the title change of the person reviewing partnership agreements. The title should read Associate Provost for Assessment &amp; Continuous Improvement (APCI). Mark Kroll motioned for approval, Walter Diaz seconded the motion. <u><a href="#">Unanimous approval of the Guidelines. LINK</a></u></p> <p>The two additional documents included in the packet do not require approval, but are related with the Educational Partnership forms.</p> <p><b>Substantive Change Policy (Att.)</b></p> <p>Revisions to the Substantive Change Policy were disseminated for review and approval. The revisions more closely follow the SACSCOC policy language and remove the examples included previously. The revised policy refers to the SACSCOC policy as posted on their webpage for complete information on types of changes considered substantive. With this change, the policy will no longer need to be amended when the SACSCOC policy is changed. The revision also included instructions for use of the Substantive Change Action Plan and updated language to reflect the new position of Associate Provost of Institutional Accreditation. Substantive Change discussions will be an ongoing agenda item for the executive council. Kristin Croyle motioned for approval, Walter Diaz seconded the motion. <u><a href="#">Unanimous approval of the Substantive Change Policy. LINK</a></u></p> |
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**STUDENT COMPACTS****KRISTIN CROYLE**

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| <b>DISCUSSION</b> | <p>Draft document disseminated for review and feedback prior to approving. The idea is to roll out student compacts for 2-3 colleges in this coming year, with the remainder of colleges next year. Student Compacts are basically an agreement between the institution and the student. In this case, the proposal is if students follow the compact, they are guaranteed to graduate in four years. We want the proposal to be attainable for most of our student body, in order for them to stay on track.</p> |
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**DEANS' UPDATES: COLLEGE OF SCIENCES & COLLEGE OF EDUCATION**

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| <b>DISCUSSION</b> | <p>NEW: Deans' Updates has been added to the agenda as an opportunity to provide updates on initiatives.</p> <p><b><u>College of Sciences:</u></b></p> <p>Dr. Parwinder presented a PowerPoint on COS goals and priorities aligned with university goals and priorities. Various areas were highlighted including their faculty workload policy, alternate appointment tracks, and faculty evaluation criteria.</p> <p>Latest Developments:</p> <ul style="list-style-type: none"> <li>• CARA &amp; Stargate: Close to \$10M dollars received to build the Stargate Building</li> <li>• SARA: New Center for Sustainable Agriculture and Rural Advancement</li> <li>• Center for Vector Borne Diseases in collaboration with School of Medicine</li> <li>• UTeach program became number 1 in country</li> <li>• Math and Science Academy has been very successful</li> <li>• New grant HHMI STEM Inclusive excellence program</li> <li>• Focusing on enrollment and sections</li> <li>• New UG degrees, Masters degrees, and doctoral programs</li> </ul> <p><b><u>College of Education:</u></b></p> <p>Due to time constraint, COE will present at next AAEC meeting, along with College of Liberal Arts.</p> |
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## UPDATES

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| <b>DISCUSSION</b> | <p><b>Information Technology</b></p> <ul style="list-style-type: none"><li>• Banner and Oracle E-Business upgrades will take place the weekend of the 20<sup>th</sup>, and system will be down.</li></ul> <p><b>Strategic Enrollment</b></p> <p><b>Student Success</b></p> <p><b>Faculty Affairs &amp; Diversity</b></p> <ul style="list-style-type: none"><li>• A Call for Leadership Institute nominations will be sent out.</li><li>• Calls will be sent for several awards, Regents' awards, etc.</li><li>• A call for faculty development leave will be sent due to changes in the approval cycle.</li><li>• The Travel support program will be matching up to \$800.</li><li>• Please support the textbook adoption process.</li></ul> <p><b>Faculty Senate</b></p> <ul style="list-style-type: none"><li>• Working with Office of Faculty Affairs to populate the Academic Committees and Councils and the Class Scheduling Work Group.</li><li>• Working on the Workload Policy for upcoming Board of Regents' meeting in November.</li><li>• Developing administrative evaluations.</li><li>• Working on HOP policies to include community engagement.</li></ul> <p><b>Women's Faculty Network</b></p> <ul style="list-style-type: none"><li>• WFN had a great luncheon meeting with Dr. Bailey. Achievement and Advancement Committee newsletter will go out soon.</li></ul> |
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| <b>ADJOURNMENT</b>  | Meeting adjourned at 3:00 pm |
| <b>NEXT MEETING</b> | November 16, 2017            |